

COMMONWEALTH TERMS AND CONDITIONS (CTC) -
PROCEDURES TO RECORD RECEIPT ON MMARS AT A GLANCE

VENDOR STATUS	MMARS ENTRY	FORM(S) NECESSARY FOR PROCESSING
I. Vendor Legal (####) record on MMARS - All T & C information agrees with VEND record	NONE	<u>CTC</u> - put your 3 digit dept. code, vendor 9 digit TIN, dept. contact and phone # on the right side margin of the document, signature side
II. Vendor Remit on MMARS - No Legal (####) record	VU with #### Vendor Code in PEND 5- all relevant fields completed including "TC" in the TERMS/CONDS field	<u>CTC</u> - put VU DOC ID, vendor 9 digit TIN, dept. contact and phone # on the right side margin of the document, signature side <u>W-9</u> attached to packet
III. Vendor Legal (####) record on MMARS - <u>TIN</u> identified as incorrect on MMARS	New VU with the #### Vendor Code in PEND 5 - all relevant fields completed including "TC" in the TERMS/CONDS field (If remit record is also incorrect, handle as if new vendor).	<u>CTC</u> - put VU DOC ID, vendor 9 digit TIN, dept. contact and phone # on the right side margin of the document, signature side <u>W-9</u> - Attach, confirming change <u>Explanation</u> - Identify incorrect Legal (####) record
IV. Vendor Legal (####) record on MMARS - <u>Legal</u> <u>name</u> identified as incorrect on MMARS.	VU modification ("M") of the #### Vendor Code in PEND 5, "TC" in the TERMS/CONDS field. Modify the name field	<u>CTC</u> - put VU DOC ID, vendor 9 digit TIN, dept. contact and phone # on the right side margin of the document, signature side <u>W-9</u> - Attach confirming change
V. New Vendor	Two VUs in PEND 5 - (1) Legal (####) - all relevant fields completed including "TC" in the TERMS/CONDS field (2) Remit record - all relevant fields completed including EFT information if available	<u>VU</u> , form or signed screen print, for remit record <u>CTC</u> - put VU DOC ID (for legal record), vendor 9 digit TIN, dept. contact and phone # on the right side margin of the document, signature side <u>W-9</u> attached to packet

It is important to be aware that the Commonwealth Terms and Conditions is a legal document with no expiration date. Therefore, a close review will be done and any incomplete or incorrect documents will be returned to you for correction. To expedite the process please carefully review the following prior to submission of these documents to our office.

- 1.) The Commonwealth Terms and Conditions, and W-9 (if included), must be signed with original signatures by an authorized signatory of the vendor.
- 2.) The TIN is required on the Commonwealth Terms and Conditions and must match the W-9, (if applicable), and the #### record being modified.
- 3.) The Name is required on the Commonwealth Terms and Conditions and must match the W-9, (if applicable), and the #### record being modified.
- 4.) The Commonwealth Terms and Conditions document must be signed as is.
No modifications, additions or deletions are allowed.